

The 2004 Governor's Awards for Excellence in Community Service and Volunteerism

Every day in communities across Indiana, volunteers serve in various capacities to solve critical social problems. They reach out to those who have become disconnected; they are the catalysts that move people and groups past their differences and enable them to build shared understanding and solve common problems. Their efforts effect real change in their own neighborhoods, communities and across the State of Indiana.

Hoosier volunteers in service give Indiana hope for the future. Volunteers come from diverse backgrounds and use their unique talents and experiences as they join family members, friends, neighbors, and co-workers in service. They volunteer through their workplaces, schools, places of worship, civic clubs, and community organizations. The Indiana Commission on Community Service and Volunteerism (ICCSV), the Indiana Department of Education (Division of Service-Learning), and the Corporation for National and Community Service (Indiana Office) sponsor the Governor's Awards to acknowledge the efforts of these committed Hoosiers.

Founded in 1994, the mission of the ICCSV is to challenge the people of Indiana to strengthen their communities through service and volunteerism. The ICCSV works to identify and mobilize resources, promote an ethic of service, and develop in communities the capacity to solve problems and improve the quality of life for all individuals and families. The Indiana Department of Education, Division of Service Learning, has a mission to support service-learning programs in schools that help students from kindergarten through college meet community needs, while improving their academic skills and learning the habits of good citizenship. The Corporation's mission is to provide opportunities for Americans of all ages and backgrounds to engage in service that addresses the nation's educational, public safety, environmental, and other human needs to achieve direct and demonstrable results and to encourage all Americans to engage in such service. In doing so, the Corporation will foster civic responsibility, strengthen the ties that bind us together as a people, and provide educational opportunity for those who make a substantial commitment to service.

The Governor's Awards for Excellence in Community Service and Volunteerism recognizes Hoosiers for outstanding contributions in these areas. The awards will honor exceptional volunteers for 2004, and will reflect the diversity of our state.

General Information

- An individual and/or organization may submit not more than two (2) nominations.
- Because of the potential volume of nominations, the Governor's Awards sponsor and screening committee cannot respond to queries regarding the status of a specific nomination.
- All entries and supporting materials become property of the Indiana Commission on Community Service and Volunteerism and will not be returned.
- Decisions of the judges are final. Four copies of the completed nomination packet must be delivered and/or postmarked to the Indiana Commission on Community Service and Volunteerism by 5:00 p.m. on July 30, 2004. Faxes and/or e-mails will not be accepted.
- A list of recipients of the 2004 Governor's Service Awards will be posted on the ICCSV Web site (www.IN.gov/iccsv) by September 1, 2004.

Eligibility

- Any individual, organization, group, family, business, labor union, educational institution, and/or faith-based organization actively engaged in voluntary service, or service-learning, benefiting the community or state can be nominated. Organizations or groups must have been operational for at least two calendar years to be eligible for a nomination, while individuals must have been active in volunteerism for a minimum of two years.
- The Governor's Awards are intended to recognize the efforts of individuals who contribute their time, talents, and resources. Individuals who receive a salary, stipend, or other monetary incentive may be nominated for their service, provided the nomination is not based on chargeable hours or recorded as part of an initiative in which the nominee receives a monetary benefit.
- Nominated activities should be of at least 12 months duration, with significant activities occurring in 2003.
- Employees and members of the ICCSV board of commissioners, its committees, and the Office of the Governor and/or Lieutenant Governor are not eligible to receive an award or to make nominations.
- Recipients of previous Governor's Awards in the areas of service and volunteerism are ineligible to receive The 2004 Governor's Award for Excellence in Community Service and Volunteerism. Organizations may nominate previous nominees.
- The ICCSV does not discriminate against nominees with regard to their gender, age, race, ethnicity, sexual orientation, ability, religion, creed, political affiliation, etc.

Award Categories

An award may be presented to nominees in each of the following categories for significant volunteer activities in 2003:

- **Youth** – Recognizes young Hoosiers ages five (5) through 17 who have made significant contributions through volunteer efforts/programs that serve as models and inspiration to other young volunteers. Youth should be nominated according to their age in 2003.
- **Young Adult** – Recognizes the outstanding service rendered by Hoosiers ages 18 through 25.
- **Adult** – Recognizes the exemplary contributions of Hoosiers between the ages of 26 and 59.
- **Seniors** – Pays tribute to a Hoosier volunteer aged 60 and older for significant volunteer activities during 2003.
- **Lifetime Achievement** – Recognizes an individual who, over the course of his or her lifetime, has made significant contributions to Indiana through volunteer efforts.
- **Family** – Recognizes at least two members of the same family who provide volunteer service together.
- **Organization** – Recognizes a group of volunteers providing services including, but not limited to: nonprofits, civic organizations, labor unions, clubs, K-12 schools, colleges and universities.
- **Faith-based Organization** – Recognizes a faith community or religious organization that has made an outstanding volunteer contribution to the community or state outside of its own membership.
- **Business** – Recognizes a for-profit organization that supports service through its policies and practices.
- **Community** – Recognizes the concerted efforts of a defined community (city and/or town) that promotes and sustains volunteerism and service as a way of life.

The Nomination

Please complete the Official Nomination Form and attach a statement of 500 words or less describing the nominee's activities. In addition, you may include appropriate supporting materials. All nominations must be complete in one package when submitted. Any materials received separately will not be processed or considered in the judging.

Official Nomination Form – Indicate the award category in the left-hand column of the form, and complete all the information requested. For individuals, please indicate the nominee's age. For families, organizations, faith-based groups, businesses, and communities, identify a contact person who may represent the winner at the Governor's Reception on the evening of October 6, 2004 and at the Awards Luncheon on the afternoon of October 7, 2004. Please indicate the number of years of the organization's operation (if a family, its inception).

The Statement – Attach a narrative statement of 500 words or less that describes the nominee's community service activities and that illustrates how those activities address the community's needs. In the review process, the judges use the statement criteria listed on the next page. Please be sure to address each of these criteria within the statement. Include specific information on how and when the activity began.

Supporting Materials – Up to five pages (front and back) of supporting materials may be submitted along with the nomination. Materials can include letters, testimonials, news clippings, pamphlets, etc. Anything longer than five pages will be discarded. Do not submit audiotapes or videotapes, display materials, film, or scrapbooks. They will not be considered. Accompanying materials must be on 8 ½" x 11" sheets of white paper. All submitted materials become the property of the Indiana Commission on Community Service and Volunteerism and will not be returned.

Statement Criteria

The following criteria will be used in reviewing and judging the nominations:

Community needs – What community need did the nominee address? How did the nominee recognize the need? What motivated the nominee to become involved in the volunteer activities? Why did the nominee believe this activity was important for the recipients, community, and state?

Achievement – What did the nominee do to meet the need through volunteer service? The nomination should be made for the actual accomplishments achieved in the 2003 calendar year. The statement might answer questions such as: What significant event occurred that the nominee was responsible for? How many hours have been committed to the activity and how many people served? Did the nominee raise funds for a project, and in what amount? What long-term impact has the organization had on the community?

Impact – What difference was made in the community or the state because of what the nominee did? Nominees should have directly improved the lives of their fellow Hoosiers.

Innovation – Did the nominee use an innovative or exemplary approach in performing his/her volunteer service, such as building community support, generating resources, recruiting volunteers, developing public/private sector partnerships, etc.? Did the nominee have to overcome any unique challenges to perform the service?

Helpful Hints

Responses to the criteria questions should be as specific and concise as possible. Focus on the work done in 2003 that best represents the volunteer service and commitment of the nominee. Well-written nominations score higher with judges. Ask for help from someone you know who has excellent writing skills. Make sure someone checks the application for spelling mistakes, neatness, grammar, and omitted items.

Nomination Checklist

- ☐ Make additional copies of the Nomination Form, if more than one nomination will be submitted.
- ☐ Complete all the information required on the Nomination Form.
- ☐ Type or print neatly the requested information on the Nomination Form. The form may be downloaded from the ICCSV Web site: www.IN.gov/iccsv.
- ☐ The completed Official Nomination Form should be detached and used as the cover sheet for the nomination packet. Attach the statement (no more than 500 words) that answers the criteria questions.
- ☐ Support material (no more than five eight ½" x 11" white pages, front and back) may be added, but is not required.
- ☐ For Lifetime Achievement only, include a resume or similar documentation of the years of service provided by the nominee.
- ☐ Make a copy of the complete nomination and support materials and keep for future reference if questions arise. All nominations and supporting materials must be printed on 8 ½" x 11" white paper. Each copy of the entire nomination packet should be paper clipped. Please do not use staples. Do not put the nomination form, statement, or supporting materials into a binder, notebook, or acetate cover.
- ☐ Make four copies of the original completed Nomination Form with the statement and any support materials. Mail (ensure they are postmarked on the due date) or deliver the original and four copies on or before **5:00 p.m. on Friday, July 30, 2004**, to the ICCSV office. Faxes and e-mails will not be accepted. Mailed nominations should be addressed as follows:

**Indiana Commission on Community Service and Volunteerism
2004 Governor's Awards
302 West Washington Street, Room E220
Indianapolis, Indiana 46204**

If you have any questions about these guidelines, contact the ICCSV.

(317) 233-4273
(888) 335-9490
iccsv@state.in.us

Governor's Awards for Excellence in Community Service and Volunteerism

NOMINATION FORM

Award Category

Please indicate the appropriate category. A nominee may only be nominated in one category.

- ☐ Youth (5-17)
- ☐ Young Adult (18-15)
- ☐ Adult (26-59)
- ☐ Senior (60 & older)
- ☐ Lifetime Achievement
- ☐ Family
- ☐ Organization
- ☐ Faith-based Organization
- ☐ Business
- ☐ Community

Please feel free to copy the nomination form.



Name of Nominee:		
Contact Person (if nominee is an organization):		
Age of Nominee: (or years of operation if nominee is an organization):		
Address:		
City:	State: INDIANA	Postal Code:
County:	Daytime Telephone: ()	
Verification: Please list three references who can verify the scope and extent of the nominee's community service activities. This person should be familiar with the community service of the nominee and may not be the nominator, nominee, or a relative of the nominee.		
Name:	Daytime Telephone: ()	
Name:	Daytime Telephone: ()	
Name:	Daytime Telephone: ()	
Summary: Please provide a brief statement below describing the nominee's voluntary community service activity. (This is in addition to the statement of 500 words or less.)		
Name of Nominator:		
Address:		
City:	State: INDIANA	Postal Code:
Daytime Telephone: ()		Relationship to Nominee:
E-mail:		
This form must be accompanied by a statement of 500 words or less and may be submitted with five pages of other supporting materials. Four copies of each nomination form must be delivered or postmarked on or before 5:00 p.m. on Friday, July 30, 2004 to:		
Indiana Commission on Community Service and Volunteerism 2004 Governor's Awards 302 West Washington Street, Room E220 Indianapolis, Indiana 46204		